



*Woodburn Fire District
Board of Directors Meeting*

Wednesday, March 15, 2023 Station 21

Attendance: Board Chair Jerry Cotter, Vice-Chair Aaron Baker, Director Deb Yager, Director Sharyn Cornet

Absent: Director Jason Gianella

Staff Present: Chief Joe Budge, Division Chief Heesacker, Office Administrator Korrin Petersen

Board Chair Jerry Cotter called the meeting to order at 7:00 pm. Roll call was completed.

Administration:

Approval of February 16, 2023 Meeting Minutes & Executive Session Notes: Director Yager made a motion to approve the meeting minutes from the February 16, 2023 board meeting. The motion was seconded by Director Baker.

Treasurer's report was read by Secretary/Treasurer Yager:

As February 28, 2023:

Local Government Investment Pool 1:	\$5,451,525.56
Local Government Investment Pool, GO Bond:	\$6,518,823.73
Columbia Bank Checking:	\$157,226.56
Total Resources:	\$12,127,575.85
Payment of February Payables:	\$96,246.57
Payment of February Net Payroll:	\$201,064.66

Director Cornet made a motion to approve the treasurer's report. The motion was seconded by Director Baker. The motion was carried unanimously.

Information Items

Legislative Funding Request – Chief Budge opened by directing the board to the legislative summary form that was included in the board packet. The capital construction funding application and summary form were submitted to the state legislative committee last month. We are working on a lobbying for the campaign by making the community aware of the request, seeking letters of support and attempting to set meetings with legislators. We have had about twenty members of the community, neighboring fire districts and county officials show interest in helping; many of which have written letters supporting our request.

Chief Budge has sought advice from both the OR Firefighter's Council lobbyist and the lobbyist from SDAO. Although we are making good progress most of the available capital funds in the Governor's budget have been designated to go towards the homeless crisis. We have been told not to be too optimistic but with a strong and compelling case are hopeful for a successful outcome.

Fire Marshal Jim Gibbs Promotion to Captain – This agenda item has been modified since it was sent out last Friday. The original plan to promote Fire Marshal Gibbs to the rank of captain has been changed. Two board members have had discussions with Chief Budge about retaining that rank specifically for represented line staff. The planned promotional title was in line with the existing structure from the prior administration when both Fire Marshal Stein and Chief Iverson held titles of Lieutenant and Captain respectively while assigned to the fire prevention positions. The primary difference was that both would occasionally perform line duties for overlapping calls and those incidents that required multiple resources. Chief Budge agreed this could cause some confusion and after further consideration will keep the titles and job duties of captain specific to the line.

With the addition of our new fire inspector earlier this year, Chief Budge will be adjusting Fire Marshal Gibbs' pay to keep in line with our comparables and allowing sufficient differential between the inspector and fire marshal position. Fire Marshal Gibbs came to us from the University of Arizona. He holds the certification as a Fire Inspector 3, performs fire investigations, works closely with the city on the extensive plans review and site visits for the new development and is responsible for the annual inspections for the schools, healthcare facilities and nursing homes.

Fire Inspector Kelly is working on completing her Fire Inspector 1 certification by completing her practical hours and have been very busy with company inspections. Her pay will increase when she gains the certifications.

Director Baker inquired into the hours worked. Chief Budge stated that both Fire Marshal Gibbs and Fire Inspector Kelly work 20 hours per week. Director Baker asked if that position will become full time when Fire Marshal Gibbs retires. Chief Budge stated the plan is to hire someone full time. Fire Marshal Gibbs is on track to retire in about a year. There was some discussion about opening up the position to the line staff who may want to consider the assignment. Chief Budge stated he is open to this and could see the position also being able to work back on the as a represented member of the work group.

Director Yager asked about the Chief's memo that had already been sent out. Chief stated he will revise and send out the correction. She also inquired into the status of former volunteer who had shadowed Fire Marshal Gibbs. Division Chief Heesacker stated that Arthur is now a Fire Inspector in Renton, Washington.

At 7:25 pm Board Chair Cotter read the ORS 192.660 (2) (d) and ORS 192.660 (2) (d) by title. Director Yager made a motion to adjourn the regular board meeting and go into Executive Session. The motion was seconded by Director Baker. The motion was carried unanimously.

Executive Session

1. For the purpose of conducting deliberations with persons designated by the governing body to carry on labor negotiations [ORS 192.660 (2)(d)] Successor CBA Negotiations –

2. For the purpose of hearing complaints brought against a district member(s) [ORS 192.660(2)(b)] –

Director Yager made a motion to adjourn the Executive Session and return to the regular board meeting at 8:14 pm. The motion was seconded by Director Baker. The motion was carried unanimously.

Action Items

None

Miscellaneous Items & Recognitions

Firefighter Awards Banquet – This event was held on Saturday, March 4, 2023. Two media releases were included in the board packet. Baker and Baker was awarded the district's Community Partner award. Kevin and his team help teach traffic safety and awareness and keep the district supplied with salvage cars to train with free of charge. Their support is appreciated.

Love Santa, Inc. – Thank you – The district has received a thank you from Love Santa Inc. for their participation in helping the non-profit raise money for food boxes distributed to families in need during the holidays. District members also helped wrap and sort gifts.

The Budget Committee will be held prior to the regular board meeting next month on Wednesday, April 19, 2023 at 5:30 pm.

Director Cornet inquired into the district providing a safety booth at the senior estates during an annual car show. She will provide the date and time to Division Chief Heesacker who will help coordinate.

Director Yager made a motion to adjourn the meeting. Director Baker seconded the motion. The motion was carried unanimously.

Meeting closed and adjourned 8:20 pm.

Next meeting will be held on: Wednesday, April 19, 2023.

APPROVED: Jerry Cotter Date: 5-17-2023
Jerry Cotter, Board President

ATTEST: Joe Budge 5/17/23
Joe Budge, Fire Chief
Woodburn Fire District